

The seal of the State of Hawaii is partially visible on the left side of the page. It features a circular design with the words "STATE OF HAWAII" at the top and "1959" in the center. Below the year is a shield with various symbols, including a star and a torch. The shield is flanked by two figures. At the bottom of the seal, the words "E·E·A·O·K·A·A·I·N·A" are written in a circular arrangement.

PERSONNEL OFFICE

The Personnel Office manages the personnel program for the department. The staff provides support services to the Chairperson and to DLNR's operating divisions and staff offices.

Major services include guidance and technical assistance in position classification, employee relations and employee training and development. The Personnel Office also assists the divisions and staff offices in carrying out the collective bargaining contracts and the grievance process. Staff maintain a centralized system for processing, recording,

PERSONNEL OFFICE

reporting and filing the personnel transactions and records of all employees. The Personnel Office prepares and makes recommendations for the adoption of personnel policies and procedures within the Department. Finally, the Office works with the division and staff offices in developing and updating their organization plans.

The following are accomplishments for FYs 1996-97 and 1997-98:

FY 1996-97.

- Established 28 new positions in the department.
- Processed 4,930 personnel transactions.
- Processed pay increases for employees in Bargaining Units 2,3, 4 and 13, and those under the Excluded Managerial Compensation Plan.
- Filled 96 vacant positions.
- Updated departmental organization charts.

FY 1997 - 98.

- Established 67 new positions.
- Processed 3,250 personnel transactions.
- Filled 109 vacant positions.
- Updated departmental organization charts.



ACCESSIONS		500	OTHER PERSONNEL ACTIONS	4066
New Hires	Probational	33	Promotion	0
	Inter-Agency Transfer	4	Voluntary Demotion	0
	Inter-Agency Appointment	10	Demotion (Physical Disability)	0
	Inter-Agency Promotion	27	Conversion to Probational Appointment	1
	Inter-Agency Demotion (Voluntary)	3	Conversion to Permanent Appointment	81
New Hires	Limited Term Appointment	1	Conversion to Temporary Appointment Outside of List	0
	Temporary Appointment Outside of List	16	Conversion to Limited Term Appointment	0
	Emergency	349	Conversion to Provisional Appointment	0
	Provisional	2	Reallocation	40
	Exempt	55	Repricing	61
SEPARATIONS		76	Change in Title	4
Resignation & Transfer (Permanent Employees)		21	Limited Term Promotion	2
Resignation & Termination (Temporary Employees)		38	Return to Former or Similar Position	1
Dismissal/Termination		1	Intra-Agency Transfer	27
Retirement		13	Intra-Agency Appointment	5
Termination (Death)		3	Temporary Assignment	677
			Extension - Limited Term Appointment	11
			Extension - Exempt Appointment	71
			Extension - Probational Appointment	1
			Extension - Temporary Appointment Outside of List	18
			Extension - Temporary Reallocation	0
			Extension - Emergency Appointment	0
			Leave-Without-Pay (Child Care)	1
			Leave-Without-Pay (Industrial Injury)	37
			Leave-Without-Pay (Others)	305
			Authorized Leave-Without-Compensation	1
			Extension - Leave-Without-Pay	52
			Return to Duty	83
			Unauthorized Absence	5
			Suspension	6
			Extension - Provisional Appt.	2
			Return from Leave and Transfer	0
			Name Change	6
			Change in Record - Bargaining Unit	3
			Change in Full-Time Equivalent Percentage	3
			Change to New Salary Schedule	620
			Pay Adjustment	216
			Employment & Pay Rate Continued	64
			Pay Adjustment While on Leave-Without-Pay	1
			Hazard Pay Differential	95
			Expiration - Hazard Pay Differential	11
			Correction	1,458
			Cancellation	154
			Change in Retirement Code	0
			Pay Differential - Shortage	0
			Pay Retention Differential	0
			Est. Existing Employee	0
			Change in SSN	2
			Ext LWOC	0
			Step Movement	151
			Strike	0

664

SEPARATIONS

85

OTHER PERSONNEL ACTIONS

2081

Promotion	0
Voluntary Demotion	0
Demotion (Physical Disability)	0
Conversion to Probational Appointment	0
Conversion to Permanent Appointment	32
Conversion to Temporary Appointment Outside of List	0
Conversion to Limited Term Appointment	0
Conversion to Provisional Appointment	0
Reallocation	31
Repricing	1
Change in Title	7
Limited Term Promotion	0
Return to Former or Similar Position	4
Intra-Agency Transfer	10
Intra-Agency Appointment	7
Temporary Assignment	620
Extension - Limited Term Appointment	7
Extension - Exempt Appointment	34
Extension - Probational Appointment	0
Extension - Temporary Appointment Outside of List	11
Extension - Temporary Reallocation	0
Extension - Emergency Appointment	0
Leave-Without-Pay (Child Care)	2
Leave-Without-Pay (Industrial Injury)	25
Leave-Without-Pay (Others)	362
Authorized Leave-Without-Compensation	0
Extension - Leave-Without-Pay	80
Return to Duty	52
Unauthorized Absence	5
Suspension	5
Extension - Provisional Appt.	0
Return from Leave and Transfer	0
Name Change	9
Change in Record - Bargaining Unit	0
Change in Full-Time Equivalent Percentage	6
Change to New Salary Schedule	18
Pay Adjustment	23
Employment & Pay Rate Continued	0
Pay Adjustment While on Leave-Without-Pay	0
Hazard Pay	239
Correction	201
Cancellation	153
Change in Retirement Code	0
Pay Differential - Shortage	0
Pay Retention Differential	0
Est. Existing Employee	0
Change in SSN	2
Ext LWOC	5
Step Movement	4
Expiration of Reallocation	4
Shredding Step Adjustment	16
Intradepartmental Trans-Adm Purposes	106